

“We are from the Government and we are here to help you!”

(www.grants.gov)



Grants.gov is a central storehouse for information on over 1,000 grant programs from the 26 federal grant-making agencies and provides access to approximately \$400 billion in annual awards. While the aim is for Grants.gov to simplify the federal grants management process, the sheer volume of grants and the technological know-how to actually submit your grant documents can create problems.

The solution? *Learn about Grants.gov before you need it!* This month's Grant Tip will provide you with the basic information you need to get started with Grants.gov. After working hard to plan and write a grant don't let the technology trip you up at the last minute.

The Technology? Basically, you need the version of Adobe Reader (free software) that is currently being used by Grants.gov. Even if you believe you have the latest edition, check this out carefully. You may experience difficulty in submitting the grant otherwise. In several places during the process, Grants.gov gives you the option to download and install the latest software. Grants.gov requires the use of the compatible versions of [Adobe Reader](#) and is compatible with all windows operating systems including Vista, MAC, Unix and Linux. NOTE: in the past applicants could use PureEdge software but this is being phased out and only Adobe Reader will be used.

Private information? Grants.gov will never ask you for personal information, such as a social security number, banking, or credit card information and there are no fees associated with applying for a government grant. Your DUNS number and other identifying numbers required to submit a grant are very important and should be protected. These allow someone to obligate your school to the federal government. Only Authorized Representatives should have access to these numbers.

In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process. There is an **Organization Registration User Guide** provided to help you at <http://www07.grants.gov/assets/OrgRegUserGuide.pdf>. The registration process is a **one-time** process, which is **required** before representatives of an organization can submit grant application packages electronically through Grants.gov. The registration process can take **three to five business days or one to three weeks** depending on your organization. Help with each of the following six steps is available online: **STEP 1: OBTAIN DUNS NUMBER, STEP 2: REGISTER WITH CCR, STEP 3: OBTAIN USERNAME & PASSWORD, STEP 4: REGISTER WITH GRANTS.GOV, STEP 5: AOR AUTHORIZATION, STEP 6: TRACK AOR STATUS**

Finally...Applying for the Grant: Once you have identified the grant from the list provided on Grants.gov, download the grant application package so that you can complete it offline and get all approvals from your administration. **Complete the grant application** saving changes as you go. Grants.gov does NOT automatically save changes. The package cannot be submitted until all required fields have been completed. After you have entered all the necessary information, checked the package for errors and saved your package; click the **"Save & Submit" button on the cover page**, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the submission is complete. A **Grants.gov tracking number** will be provided at the bottom of this screen, as well as the official date and time of the submission.

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